

Redbricks Pre school

Parent School Communication Policy

Parents and school play an important role in a child's education and a strong partnership between parents and school enriches the learning experiences. There are both formal and informal opportunities for parents to find out about the happenings in school and the progress of the children. Good communication between teachers and parents is imperative to the quality of education provided by the school .

OBJECTIVE

The objective of this policy is to ensure that all parents and teachers understand the procedure for communicating issues, which affect the education of the children. The teachers have a need to communicate with the parents at regular intervals and the parents are invited to communicate with the teachers as and when it may be required.

The different formal two way platforms to facilitate Parent /School Communication are

- Home Visits at the beginning of the session
- One to one parent teacher meeting (scheduled or by appointment)
- Almanac to facilitate short messages
- Telephone calls to teachers through school office

When the process of communication is smoothly managed it continues to grow in a positive manner. It is to help children realize home and school are working together.

ACCEPTABLE MEANS OF COMMUNICATION BETWEEN PARENTS AND SCHOOL

All legitimate and fair concerns need to be addressed between parents and school in the following manner:

- a polite telephone call via the School office;
- a polite note in the almanac
- a meeting arranged with the teacher or Principal with prior appointment
- Telephonic contact via the School office is acceptable provided that parents understand that teachers cannot return calls immediately. Calls will be returned as soon as possible.
- The counselor will convey to the parents from the teachers the approximate expected time of the return call.

- The counselor will facilitate communications between parent and teachers or Principal. Academic issues would better be discussed with the teacher or Principal.
- When dealing with an issue, the appropriate channels must be followed i.e. inform the counselor, take an appointment with the concerned person and resolve the issue.

UNACCEPTABLE MEANS OF COMMUNICATION BETWEEN PARENTS AND TEACHERS:

- Communication that is demeaning and derogatory in nature.
- Notes on scrap paper will not be accepted nor responded to.
- Confidentiality will be observed by the concerned persons
- Whilst cell phones facilitate better communication between people they do invade privacy. A parent should never contact a teacher on his/her cell phone or home telephone unless invited to do so by a teacher in a specific instance.
- Social media is better used for constructive purpose. (refer guidelines below)
- Meetings will be arranged at times that suit both parties. Where either party is unable to attend the meeting the other party needs to be notified timely

PARENTS WILL ENDEAVOUR TO

- Communicate with teachers and all school staff in a courteous and dignified manner
- Address individual concerns to appropriate person
- Request for a formal telephonic conversation or face to face meeting to resolve issues

Social Media Etiquette/Usage

	Do's	Dont's
Facebook	<p>Use Facebook as a platform to strengthen school parent connect.</p> <p>Express your feelings in a socially acceptable language</p> <p>Share your constructive feedback and suggestion</p>	<p>Avoid using this platform to express concerns</p> <p>Refrain from sending friend requests to teachers on their personal account.</p> <p>Any posts/comments regarding school staff to be avoided.</p>
SMS and Whatsapp	Send urgent messages to	Do not send messages to

	<p>the school counselor through SMS</p> <p>Use whatsapp to circulate urgent messages to others when requested by school (e.g a sudden strike or discuss Annual function costumes)</p>	<p>teachers or form a group with them</p> <p>Do not form a parent group on Whatsapp for discussing school related matters.</p> <p>Maintain privacy of each child/staff member and decline to discuss a child or teacher/staff in a group</p>
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